

CLASS TITLE: SENIOR DATA ENTRY OPERATOR (OIP)

Class Code: 02420500

Pay Grade: 14A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in planning, training, scheduling, assigning and supervising the work activities of Data Entry Operators engaged in performing a variety of data entry/verification operations; to operate data entry equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom instructions are received; work is reviewed occasionally while in process and upon completion for accuracy and efficiency of operation.

SUPERVISION EXERCISED: Assists in planning, scheduling, assigning and reviewing the work activities of a subordinate staff of Data Entry Operators.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in planning, training, scheduling, assigning and supervising the work of Data Entry Operators engaged in performing a variety of data entry/verification operations.

To be responsible for operating data entry equipment and transferring data by using various data entry screens of designated computer applications.

To review the work of subordinate operators in process and upon completion to ensure conformance to instructions, speed, accuracy and maintenance of production standards.

To assist in providing instruction and direction to subordinate operators in the usage of data entry equipment, as well as the transferring of data using various data screens of designated computer applications.

To verify the correctness of data submitted by various agencies and as required, to make all corrections to erroneously submitted data, with the agency's approval.

To write and maintain computer programs designed to reformat or adjust records and/or files stored on a variety of computer hardware.

To be responsible for duplicating existing records and/or files from one type of computer hardware to either the same or different type of computer hardware.

To prepare all employee time sheets of Data Entry Operators and accumulate the hours each operator worked on their assigned jobs to ensure the accurate billing to the agency for the work performed.

To be responsible for ensuring that all scheduled data entry projects are completed on a timely basis.

To assist in maintaining various data entry related files and records.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and procedures involved in providing data entry services involving the use and operation of data entry/verification equipment; the ability to operate such equipment with speed and accuracy; the ability to assist in planning, training, scheduling, assigning and supervising the work of a subordinate staff of operators; the ability to provide instruction and direction to subordinates in the usage of data entry equipment and data entry procedures and applications; the ability to maintain various data entry related files and records; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment involving the operation of data entry equipment with some responsibility in assisting in planning and supervising the work activities of Data Entry Operators.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 5, 1987

Editorial Review: 3/15/03